

**U.S. GOVERNMENT PRINTING OFFICE**  
Washington, DC

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

**Short-Run Duplicating**

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of Housing and Urban Development

Multiple Award

The term of this contract is for the period

**March 1, 2004 and ending February 28, 2005.**

**BID OPENING:** Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time, on **December 23, 2004.**

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room B-104, Stop PPSB, Washington, D.C. 20404. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June 2001.

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 60-mile radius of zero milestone Washington, DC.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

**SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS WHICH DIFFER SIGNIFICANTLY FROM THE PREVIOUS CONTRACT:**

Minor changes are scattered throughout.

**BIDDERS, PLEASE NOTE:** These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

**NOTE:** Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

Abstracts of contract prices are available at <http://winapps.access.gpo.gov/ppd/abstracts/central/default.asp>

For information of a technical nature call **Mae Dean Rowe (202) 512-2044** (No collect calls).

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**DUPLICATING/COPYING DEFINITION:** For the purposes of this contract, duplicating/copying shall be defined as the reproduction of furnished material by means of equipment employing the lithographic process and/or copier-duplicating machines employing electrostatic, thermal, or other copying processes.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **March 1, 2004 through February 28, 2005**. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**QUANTITIES:** This contract is for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor(s) all the items set forth which are required to be purchased by the Government activity identified on page 1. The Government shall not be required to purchase from the contractor(s), requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor(s) within the time specified in the order, and the rights and obligations of the contractor(s) and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor(s) will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, and pursuant to the section entitled "DETERMINATION OF AWARD AND PLACEMENT OF WORK," the low contractor and each successive low contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract, except when the shipping/delivery schedule cannot be met.

## **SECTION 2.- SPECIFICATIONS**

**SCOPE:** These specifications cover the production of short-run, fast turn-around, duplicating/copying requiring such operations as duplicating/copying, binding, packing, mailing, and distribution.

**TITLE:** Short-Run Duplicating.

### **FREQUENCY OF ORDERS:**

Approximately 75 to 125 print orders per year. Approximately 7 to 15 print orders per month. Occasional orders will be for multiple items printed, bound, and gathered into sets.

Dividers: Approximately 1 to 5 orders per month that require dividers, with approximately 3 to 32 dividers per order.

Tab Dividers: Approximately 1 order per month for 1/5<sup>th</sup> cut tab dividers. Approximately 1 orders per month will require clear or colored Mylar reinforced tabs and approximately 4 orders per month will require non-reinforced tabs.

**QUANTITY:** Approximately 8 to 24,000 copies per order. The following represents an estimated percentage of orders placed on last year's contract:

Up to 300 copies= 69%  
301 - 500 copies= 9%  
501 - 2,000 copies= 17%  
Over 2,000 copies= 5%

**NUMBER OF PAGES:** Approximately 2 to 2,200 pages per order. However, an occasional order may require over 4,500 pages. The following represents an estimated percentage of orders placed on last year's contract:

Up to 300 pages= 48%  
301 - 500 pages= 11%  
501 - 900 pages= 25%  
Over 900 pages= 16%

### **TRIM SIZES:**

Text: 8-1/2 x 11" and 8-1/2 x 14"  
Dividers: 8-1/2 x 11" and 9 x 11"  
Tab dividers: 9 x 11" includes 1/2" tab.  
Covers: 8-1/2 x 11", 9 x 11", 11 x 11" and 8-1/2 x 14"  
Backstrips for notebook sleeves: 1 x 11", 2 x 11", and 3 x 11"

### **GOVERNMENT TO FURNISH:**

Color or/and black and white camera copy consisting of printed material and original line and tone copy. 10% of the orders will require color copying. Copy furnished may require reduction (not to exceed 50%) or enlargement (not to exceed 10%) of image size. Copy will be mostly text, but some solids and some line illustrations will be required.

Camera copy for backstrip, when required.

Camera copy or manuscript copy for tabs.

Camera copy for "Postage and Fees Paid" permit imprints.

Preprinted cover sheets, text pages, and/or lipped dividers. Contractor must count furnished material upon receipt and notify the Government within 24 hours of any shortage.

Approximately 20 orders per year will require mailing.

One or more of the following 3 types of address labels will be furnished (none are ZIP CODE sorted) in the following formats:

*Electronic Media:* 3-1/2", double-sided, high density, IBM PC compatible formatted disk in ASCII files.

*Computer Printout Addresses:* Computer print out addresses on 14-3/4" wide, marginally-punched, ungummed, continuous paper, perforated every 11"; each 11" segment contains 33 addresses (3 across and 11 down). Suitable for use on "Cheshire" or similar type equipment.

*Preadressed, Pressure Sensitive:* Preadressed, pressure sensitive, address label each approximately 4 x 1-1/2", mounted 3 across and 12 down 13 x 12" wide marginally punched continuous backing sheets perforated every 12 inches.

*Preadressed, Pressure Sensitive:* Preadressed, pressure sensitive address labels each approximately 4 x 1", mounted 1 across and 8 down on 5-3/4", wide marginally punched continuous strips.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

**TYPESETTING:** When required contractor is to set type for tabs. Contractor must match manuscript for wording, spelling and/or abbreviations. Typefaces will be Helvetica or Times Roman in regular, condensed or bold. Contractor to set in sizes suitable for tab printing.

**REPRODUCIBLES:** The contractor must make all reproducibles required.

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

All text paper used in each copy must be of a uniform shade.

All cover paper must have the grain parallel to the spine.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP color samples. The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color samples.

The paper to be used will be indicated on each print order.

*Text:* White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60, or, at contractor's option, White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10, or, at contractor's option, White Recycled Plain Copier, Xerographic (qualified product), basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP O-65.

Colored Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10, or, at contractor's option, Colored Recycled Plain Copier, Xerographic (qualified product), basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP O-65.

*Covers and Backstrips:* White and Colored Vellum-Finish Cover, basis weight: 50 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20.

White and Colored Index, basis weight 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

*Dividers and Tab dividers:* White and Colored Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

White and Colored Vellum-Finish Cover, basis weight: 50 lbs. per 500 sheets, 20 x 26", equal to JCP Code L20.

#### **DUPLICATING/COPYING:**

*Text:* Reproduce face only or face and back in black ink or a color ink/inks.

*Covers and Backstrip:* Reproduce backstrip face only and covers face only and/or face and back in black ink and/or color ink as indicate on the print orders. **10%** of the orders will required the covers **duplicated/copy in color**.

*Dividers, Backstrip and Tab Dividers:* Print face only in black ink. Dividers will not require lipping.

Tab dividers: Print one-side only on tab in black ink.

**MARGINS:** Margins shall be as indicated on the print order or furnished copy.

#### **BINDING:**

Bind as indicated on the print order. Various loose-leaf binding styles will be ordered as follows:

*Trim:* Trim four sides.

*Collate:* When required, collate each item (approximately 2 to 20 items) into one set.

*Wire Stitch:* Stitch each set with one wire stitch in upper left corner or with two wire stitches either on the left side or on the top (head).

*Comb Binding:* Approximately 5% of all orders will require Black GBC Binding of suitable capacity.

*Black Tape Binding:* Some orders will require black tape binding. Tape binding must cover the entire binding edge within approximately one-inch of the top and bottom of the publication. The adhesive use must hold publication together under normal handling and usage, but must provide easy separation of leaves at any point.

*Band:* Band in quantities as specified on the print order (GPO 2511). Band with kraft paper bands not less than 6 inches wide.

*Shrink-film:* Shrink-film wrap in quantities as specified on print order.

*Backstrips:* Backstrips must be shrink-film wrapped together in quantities of 5 to 100 for each destination.

*Furnished covers:* When pre-printed covers, text pages, and/or lipped dividers are furnished, the contractor must collate with printed material and staple, band, or shrink-film wrap copies per quantity indicated on the print order. (GPO Form 2511).

*Separator sheet:* An occasional print order may require a separator sheet(s). When required, a blank separator sheet of a different color must be placed between items and shrink-film wrapped in quantities as specified on the print order (GPO Form 2511).

*Dividers:* Dividers are inserted and gathered with text, and/or gathered into sets without text.

*Tab Divider:* Clear and colored Mylar reinforced and non-reinforce tabs and holes. Round corner tabs are acceptable. Tab dividers when ordered must be gathered in with text pages in sequence indicated.

*Tab Reinforcement:* Tabs when specified must be reinforced after printing by the lamination method of clear or colored mylar plastic, cellulose acetate, polyethylene terephthalate, or equal material, securely bonded to each side of the divider, which shall lap over at least 3/8" onto the base sheet and extend at least 3/8" beyond the tab end. The outer edge of the tab must be smooth. Binding edge to be reinforced on back with the same material (clear) extending the full 11" length and approximately 5/8" wide.

#### **DRILLING:**

Approximately 55 percent of all orders will drill three, 3/8" round holes, 4-1/4", center-to-center on the left binding edge. Center of holes to be 3/8" from left edge of product.

Approximately 5 percent of all orders will punch suitably for plastic comb binding.

#### **PACKING:**

##### *Bulk Shipments:*

Pack in shipping containers not to exceed 42 pounds when fully packed.

Shipping containers shall have a minimum bursting strength of 1 800 kPa (275 pounds per square inch) or a minimum edge crush test (ECT) of 7 700 N per m width (44 pounds per inch width).

Backstrips for each specified delivery destination must be packed in suitable units and placed in cartons or shipping bags according to labels.

**PACKING FOR INTERNAL DISTRIBUTION BY THE DEPARTMENT:** Occasionally, the Department will furnish address labels marked "For HUD Internal Distribution." These labels do not contain a complete mailing address and will not be used for mailing. They are only for internal use.

Insert single or multiple copies, as specified on label, into kraft envelopes or wrap in bundles and affix furnished labels. Pack envelopes or bundles (after labeling) into shipping containers and label containers. Deliver containers to: HUD MailRoom B-133, 451 7th Street, SW, Washington, DC 20410.

*Mailed Shipments:*

Insert single or multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 24 pounds, must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 27 pounds).

Quantities over 24 pounds, up to 36 pounds must be packed in shipping containers (maximum gross weight 40 pounds).

**LABELING AND MARKING:**

**Bulk Shipments and Internal Distribution:**

Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

Internal Distribution Copies- Contractor must affix a furnished label to envelopes or shipping bundles, pack envelopes into shipping containers, and label containers as follows: "Internal HUD Mail - Distribute Immediately".

For orders that require shipping by small parcel carrier, the contractor will be required to create shipping labels from distribution list and affix a label to each shipping container.

*Mailing Shipments:*

The contractor must reproduce all "Postage and Fees Paid" permit imprint labels from furnished camera copy as specified on print order.

Affix a mailing label and address label to each unit of mail packaged in envelopes, cushioned shipping bags, shipping bundles, and containers.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Books</u>		<u>Forms</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the address under "SCHEDULE".

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included.



**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

**DISTRIBUTION:**

Deliver f.o.b. destination to approximately three addresses within the commercial zone of Washington, DC.

Mail f.o.b. contractor's city to approximately 125 to 175 destinations using "Postage and Fees Paid" permit imprint labels with address labels.

When required by agency, the contractor will ship f.o.b. contractor's city, reimbursable, via small parcel carrier. This requirement will be noted on the print order or the distribution list.

Complete addresses and distribution information will be furnished with the print orders.

All mailing shall be made at the First, Standard Mail, and Package Services Mail rates, as specified on the print order (GPO form 2511).

Orders which result in mailings of less than 200 pieces or less than 50 lbs. will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service Certificate of Mailing with the voucher for billing.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

The contractor is cautioned that "Postage and Fees Paid" permit imprint may be used only for the purpose of mailing material produced under this contract.

**Certificate of Conformance:** When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

**Mailing Statements:** The contractor must submit two copies of the appropriate U.S. Postal Service mailing statement (e.g., 3602, 3602-G, 3541, etc.) to the entry post office for each mailing which bears GPO's assigned penalty permit imprint number (G-26). In the upper right corner of the mailing statement, contractor must include GPO identification number(s) such as, the jacket number or program and print order numbers. The contractor must mail the verified mailing statement, containing postage computations, within 24 hours of receipt from the U.S. Postal Service to: Contract Management Division, Contract Compliance Section (Stop PPSC), Room C811, U.S. Government Printing Office, Washington, DC 20401, Attn: Frank Newman.

The contractor is required to fill in all applicable items on USPS forms and submit in duplicate to the entry post office. The post office will return a verified copy of USPS forms to the contractor. The contractor must immediately forward a copy to the ordering agency identifying the program number, print order number, and jacket number, as appropriate.

Upon completion of each order, all furnished material must be returned to the address listed under "SCHEDULE".

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

**SCHEDULE:**

Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be picked up from and delivered to: Department of Housing and Urban Development, Printing Branch, Room B100, 451 7th Street SW, Washington, DC 20410. (Inside delivery required.)

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Furnished material must be picked up no later than 3:00 p.m. on workdays (Monday through Friday). Contractor will be notified when copy is available for pickup.

Orders up to an aggregate total of 30,000 impressions or less must be delivered within 24 hours (1 workday).

Orders of over 30,000 impressions and up to an aggregate total of 100,000 impressions must be delivered within 48 hours (2 workdays).

One additional workday will be allowed for each additional 70,000 impressions or fraction thereof, on orders exceeding 100,000 impressions.

One additional workday will be allowed for orders requiring single-copy mail distribution.

No more than 5 workdays will be allowed for any one order.

Delivery must be made at the Department by 3:00 p.m. on workdays. If the day of delivery is a non-workday (weekend, holiday, etc.), delivery must be made on the following workday.

The ship/deliver date indicated on the print order is the date f.o.b. destination products will be delivered to the destination(s) specified and all products ordered f.o.b. contractor's city must be delivered to the post office or picked up by the carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment or delivery. Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

### SECTION 3. - DETERMINATION OF AWARD AND PLACEMENT OF WORK

The Government will make multiple awards under this solicitation since it is anticipated that one firm may not be able to meet all of the requirements.

Each order will be individually abstracted to determine the lowest bid.

In placing work, the Government will first communicate with the low contractor to determine whether or not at that time one or more orders for specified quantities can be accepted for shipment within the time required by the Government. The Government will be obligated to offer each job to the low contractor first, the next low contractor second, and so on until the job has been accepted. The offer shall be made only to those contractors whose prices are determined to be fair and reasonable. The low contractor and each successive next low contractor shall be obligated to accept the job except when the shipping schedule cannot be met. Contractors refusing to accept orders offered with the requested ship date shall be required to provide the best date that can be met. When the contractor accepts, a formal print order will be issued.

Due to the urgency of the work offered, all offers will be made by telephone and the contractor must reply within **30 minutes** whether or not the offer can be accepted.

Any contractor's position in the sequence of awards may be jeopardized by consistently refusing work of one type and accepting work of another. When such an instance is found, the contractor involved will be notified and unless prompt adjustment in order acceptance is made to maintain the lowest cost to the Government, the contractor may be disqualified from further participation under this contract.

**Exception:** Noncompliance with the shipping and/or delivery schedule, or any other term, condition or specification of this contract will be cause, and the GPO reserves the right, to withhold further offers until the contractor is judged by the Government to have established adequate procedures to fulfill the requirements.

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**SECTION 4.- SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor's city for mailed and small package carrier shipments and f.o.b. destination for all other shipments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

An entry of NB (No Bid) must be entered if bidder does not intend to furnish certain items.

Bids submitted with blank spaces for the individual items will be considered as an entry of NB for that particular item.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

**I. DUPLICATING/COPYING:**

	<u>Per Leaf</u>			
	<u>Printed Face Only</u>		<u>Printed Face and Back</u>	
	<u>Makeready</u>	<u>Running</u>	<u>Makeready</u>	<u>Running</u>
	<u>and/or</u>	<u>Per 100</u>	<u>and/or</u>	<u>Per 100</u>
	<u>Setup</u>	<u>Copies</u>	<u>Setup</u>	<u>Copies</u>
	(1)	(2)	(3)	(4)
(a) <b>TEXT:</b>				
(1) Trim size 8-1/2 x 11" .....	\$_____	\$_____	\$_____	\$_____
(2) Trim size 8-1/2 x 14" .....	\$_____	\$_____	\$_____	\$_____
(b) <b>COVERS:</b>				
(1) Trim size 8-1/2 x 11" .....	\$_____	\$_____	\$_____	\$_____
(2) Trim size 9 x 11" .....	\$_____	\$_____	\$_____	\$_____
(3) Trim size 11 x 11" .....	\$_____	\$_____	\$_____	\$_____
(4) Trim size 8-1/2 x 14" .....	\$_____	\$_____	\$_____	\$_____

\_\_\_\_\_  
(Initials)

Per Leaf			
Printed Face Only		Printed Face and Back	
Makeready	Running	Makeready	Running
and/or	Per 100	and/or	Per 100
Setup	Copies	Setup	Copies
(1)	(2)	(3)	(4)

(c) **COVERS and BACKSTRIP IN COLOR:**

(1) Trim size 8-1/2 x 11" .....	\$ _____	\$ _____	\$ _____	\$ _____
(2) Trim size 9 x 11" .....	\$ _____	\$ _____	\$ _____	\$ _____
(3) Trim size 11 x 11" .....	\$ _____	\$ _____	\$ _____	\$ _____
(4) Trim size 8-1/2 x 14" .....	\$ _____	\$ _____	\$ _____	\$ _____

Per Leaf	
Printed Face Only	
Makeready	Running
and/or	Per 100
Setup	Copies
(1)	(2)

(d) **DIVIDERS:**

(1) Trim size 8-1/2 x 11" .....	\$ _____	\$ _____
(2) Trim size 9 x 11" .....	\$ _____	\$ _____

(e) **TAB DIVIDERS** (Prices includes printing, die-cutting and gathering dividers in with text in sequence indicated.)

(1) Mylar Reinforced.....	per divider.....	\$ _____	\$ _____
(2) Non-Reinforced .....	per divider.....	\$ _____	\$ _____

(f) **BACKSTRIPS:**

(1) Trim size 1 x 11" .....	\$ _____	\$ _____
(2) Trim size 2 x 11" .....	\$ _____	\$ _____
(3) Trim size 3 x 11" .....	\$ _____	\$ _____

Prices offered for item (f) (1), (2), and (3) must be all-inclusive as applicable and must include the cost of printing, binding, delivery container, all necessary wrapping and packing materials, and labeling or marking in accordance with these specifications.

\_\_\_\_\_  
(Initials)

- II. PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the products ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Text - Each page-size leaf.

Covers - Each page-size leaf.

Prices offered must include the cost of paper for backstrip, when required.

**Per 100 leaves**

***TEXT:***

- (a) White Offset Book (50-lbs.) or White Writing  
or White Recycled Plain Copier, Xerographic (20-lbs.)

(1) 8-1/2 x 11" ..... \$ \_\_\_\_\_

(2) 8-1/2 x 14" ..... \$ \_\_\_\_\_

- (b) Colored Writing or Color Recycled Plain  
Copier, Xerographic (20-lbs.)

(1) 8-1/2 x 11" ..... \$ \_\_\_\_\_

(2) 8-1/2 x 14" ..... \$ \_\_\_\_\_

***COVERS, BACKSTRIPS & DIVIDERS:***

- (c) White Vellum-Finish Cover (50-lbs.)

(1) 8-1/2 x 11" ..... \$ \_\_\_\_\_

(2) 9 x 11" ..... \$ \_\_\_\_\_

(3) 11 x 11" ..... \$ \_\_\_\_\_

(4) 8-1/2 x 14" ..... \$ \_\_\_\_\_

- (d) Colored Vellum-Finish Cover (50-lbs.)

(1) 8-1/2 x 11" ..... \$ \_\_\_\_\_

(2) 9 x 11" ..... \$ \_\_\_\_\_

(3) 11 x 11" ..... \$ \_\_\_\_\_

(4) 8-1/2 x 14" ..... \$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)

**TEXT (CONTINUES)**

**Per 100 Leaves**

(e) White Index (110-lbs.)

(1) 8-1/2 x 11" ..... \$ \_\_\_\_\_

(2) 9 x 11" ..... \$ \_\_\_\_\_

(3) 11 x 11" ..... \$ \_\_\_\_\_

(4) 8-1/2 x 14" ..... \$ \_\_\_\_\_

(f) Colored Index (110-lbs.)

(1) 8-1/2 x 11" ..... \$ \_\_\_\_\_

(2) 9 x 11" ..... \$ \_\_\_\_\_

(3) 11 x 11" ..... \$ \_\_\_\_\_

(4) 8-1/2 x 14" ..... \$ \_\_\_\_\_

**III. ADDITIONAL OPERATIONS:**

(a) Drilling .....per 100 leaves ..... \$ \_\_\_\_\_

(b) Shrink-film wrapping .....per 100 packages ..... \$ \_\_\_\_\_

(c) Banding with kraft paper bands.....per 100 bands ..... \$ \_\_\_\_\_

(d) Stitching (one or two stitches) .....per 100 sets ..... \$ \_\_\_\_\_

(e) GBC binding .....per book ..... \$ \_\_\_\_\_

(f) Black tape binding .....per book ..... \$ \_\_\_\_\_

(g) Consolidating individual items into sets .....per 100 items..... \$ \_\_\_\_\_

(h) Inserting separator sheets .....per 100 leaves ..... \$ \_\_\_\_\_

**IV. PACKING AND DISTRIBUTION:** Prices offered must be all-inclusive, as applicable, and must include the cost of kraft envelopes, cushioned shipping bags, bundles, containers, creating and affixing all labels, all necessary wrapping and packing materials, and labeling or marking, in accordance with these specifications.

1. Bulk Shipments (other than by mail):

(a) Wrapping and tying shipping bundles .....per bundle ..... \$ \_\_\_\_\_

(b) Packing and sealing shipping containers .....per container ..... \$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)



2. Mailed Shipments:

- (a) Affixing furnished labels for mailing and distribution ..... per 100 labels ..... \$ \_\_\_\_\_
- (b) Single or multiple copies in kraft envelope (up to 200 leaves)..... per envelope ..... \$ \_\_\_\_\_
- (c) Single or multiple copies over 200 leaves, up to 12 lbs.,  
in cushioned shipping bags or wrapped in shipping  
bundles (maximum gross weight 14 lbs.)..... per bag or bundle .... \$ \_\_\_\_\_
- (d) Quantities over 12 lbs., up to 24 lbs., wrapped in  
shipping bundles or packed in shipping containers,  
at contractors option (maximum gross weight 27 lbs.)..... per bundle or container..... \$ \_\_\_\_\_
- (e) Quantities over 24 lbs., up to 36 lbs.,  
packed in shipping containers (maximum gross weight  
40 lbs.).....per container..... \$ \_\_\_\_\_

My production facilities are located within the assumed area of production .....yes \_\_\_\_\_no \_\_\_\_\_

**NOTICE:** Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

- 1. Proposed carrier(s) for pickup of Government Furnished Material \_\_\_\_\_
  - a. Number of hours from acceptance of print order to pickup of Government Furnished Material \_\_\_\_\_
  - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's  
plant ..... \_\_\_\_\_
- 2. Proposed carrier(s) for delivery of completed product \_\_\_\_\_
  - a. Number of hours from notification to carrier to pickup of completed product..... \_\_\_\_\_
  - b. Number of hours from pickup of completed product to delivery at destination ..... \_\_\_\_\_

**LOCATION OF POST OFFICE:** All mailing will be made from the \_\_\_\_\_

Post Office located at Street Address \_\_\_\_\_,

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_.

\_\_\_\_\_  
(Initials)

**INSTRUCTIONS FOR BID SUBMISSION:** Fill out "Section 4.- Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder \_\_\_\_\_

\_\_\_\_\_

(City - State)

By \_\_\_\_\_

(Signature and title of person authorized to sign this bid)

\_\_\_\_\_

(Person to be contacted)

(Telephone Number)